

**PART - III SECTION J
ATTACHMENT J.4**

CONTRACTOR ACCEPTANCE INSPECTION REPORT COVER SHEET				Location (City/State)				
Cost Center Code	Location Ident.	Facility Alpha Code	Facility Ident. Code	S	C	F	M	Runway No.
Delivery Order No.	Contract No.	Designated Lead Project Yes _____ No _____		Dates of Final CAI				
Engineering Plan/Project:				Dates of Commissioning/Restoration				
Brief Description of Project:								
Type of CAI PLANTS _____ FINAL _____ ELECTRONICS _____ PARTIAL NO. _____				Previous Partial CAI's (Nos./Date)				
Number of Exceptions: Major: _____ Minor: _____		No. of CAI Reports Exception List and Clearances Record Sheets Attached: _____		Number of Design Deficiencies or Improvements Identified or Recommended: _____				
Documents/Records Applicable to CAI:								
_____ FAA 6030-16 TRDR Cover/Transmittal Sheet _____ FAA 6030-17 TRDR's; FAA 6030-15 Fac. Gen. Ref. Data Record _____ Flight Inspection Reports/Results _____ Obsn. Survey and/or Hrzn Profile (new Fac.)				_____ FAA Form 3900-1, Occupational Safety and Health Inspection Report _____ Radiation Health Hazard Survey _____ FAA Form 6980-4, Standby Power Survey _____ Plant Equipment Performance Test Data				
Contractor Acceptance Inspection Participants (Name/Office)								
_____ _____ _____								
Contractor Acceptance Inspection Participants (Name/Office)								
We have reviewed the finding of this CAI Report and have determined that the facility/equipment or work described in this report is (<u> </u> acceptable <u> </u> not acceptable) for (<u> </u> transfer of custodialship <u> </u> maintenance <u> </u> maintenance and operation on a commissioned bases) with (<u> </u> no exceptions <u> </u> exceptions) Listed on the CAI Exception List and Clearance Record.								
AFS Representative (Chairperson)		AFD F&E Representative		Representative				
AT Facility Representative		AFD Maint Br Representative		Representative				
Acceptance by Airway Facilities Sector/Sector Field Office:								
The facility/system/equipment or work described in this JAI Report was accepted for: _____ custodialship _____ maintenance _____ maintenance and operation on: _____								
AFS/SFO Manager								
I have reviewed this CAI Report, and (<u> </u> concur <u> </u> nonconcur) with the Contractor Acceptance Inspection findings. (If Applicable: <u> </u> A letter is attached explaining nonconcurrence.)								
AF Manager				Date				

CONTRACTOR ACCEPTANCE INSPECTION REPORT CHECKLIST						Sheet 1 of 5	
Ident. & Fac. Alpha Code		Delivery Order No.		Date of CAI		Type of CAI:	
						Plants	Final
						Electronics	Partial no.
Item No.	REQUIREMENT	REQUIREMENTS			Exception		
		N/A	MEETS		Category		
			YES	NO	Major	Minor	
	Section A. Facility Construction and Installation Requirements						
1	Construction Standards and Specifications.						
2	Construction Appearance.						
3	Roads and Grounds:						
	a. Surface Condition.						
	b. Erosion Control.						
	c. Drainage.						
	d. Fences/Gates/Cattleguards.						
	e. Signs.						
4	Structures (Towers/Poles):						
	a. Tower/Pole Construction.						
	b. Ladders, Steps.						
	c. Guys/Anchors.						
	d. Lightning Protection						
5	Buildings:						
	a. Roof.						
	b. Exterior Walls.						
	c. Foundation.						
	d. Floors.						
	e. Interior Walls.						
	f. Ceiling/Lights.						
	g. Openings.						
	h. Plumbing, Water and Sewage Systems.						
6	Site/Facility Cleanup.						

CONTRACTOR ACCEPTANCE INSPECTION REPORT CHECKLIST						Sheet 2 of 5	
Ident. & Fac. Alpha Code		Job Order No.		Date of CAI		Type of CAI:	
						Plants _____ Final Electronics _____ Partial no.	
Item No.	REQUIREMENT	REQUIREMENTS			Exception Category		
		N/A	YES	NO	Major	Minor	
	Section A. Facility Construction and Installation Requirements						
7	Lessor's Inspection and Letter of Release.						
8	Commercial Power Service.						
9	Power Transformers.						
10	Facility Electrical Wiring and Lighting.						
11	Facility/Structure Grounding.						
12	Lightning and Surge Protection.						
13	Distribution, Demarcation, and Terminal Panels, Boxes, and Cabinets.						
14	Construction Inspection of Power, Control, Signal, and Coaxial Cables.						
15	Underground Cables.						
16	Cable Load and Voltage Drop.						
17	Standby Engine Generator.						
18	UPS/PCS/Battery Backup Systems.						
19	Environmental Systems (HVAC).						
20	Equipment Installation (Standards and Specifications).						
21	Equipment Appearance.						
22	Equipment Grounding, Bonding, and Shielding.						
23	Equipment Ventilation.						
24	Antennas and Antenna Systems.						
25	Coaxial Cable Tests and Documentation.						
26	Ground Check/Reference Markers.						
27	Equip. Mods., CCD's, Manufacturer's Field and Factory Changes.						
28	FAA/Telco Ground Rules.						
29	Telco Equipment Operation.						
30	Leased Telecommunications Service.						
31	Occupational Safety. Battery and electrical safety equipment.						

CONTRACTOR ACCEPTANCE INSPECTION REPORT CHECKLIST						Sheet 3 of 5	
Ident. & Fac. Alpha Code		Job Order No.		Date of CAI		Type of CAI:	
						Plants _____ Final Electronics _____ Partial no.	
Item No.	REQUIREMENTS	REQUIREMENTS			Exception Category		
		N/A	YES	NO	Major	Minor	
	Section A. Facility Construction and Installation Requirements						
32	Radiation Health Hazard Survey.						
33	Fire Protection.						
34	Security.						
35	Frequency Authorizations.						
36	ERMS P1 and P5 panel installation. Interface connection to equipment and communications medium.						
37	UPS remote status panel installed and connected to UPS.						
	Section B. Facility/System/Equipment Performance Requirements.						
1	Systems/Equipment Adjustments and Tuneup.						
2	Systems/Equipment Operation.						
3	Standards and Tolerances.						
4	Deviation From National Standards.						
5	Special Component Selection.						
6	Capability.						
7	Compatibility.						
8	Reliability.						
9	Maintainability.						
10	Electromagnetic Interference.						
11	RMM software loaded on ERMS P1 and P5 CPUs. Communication to the OCC via the MPS. Test alarms and status reports.						
12	UPS remote status panel operational.						

CONTRACTOR ACCEPTANCE INSPECTION REPORT CHECKLIST							Sheet 4 of 5	
Ident. & Fac. Alpha Code		Job Order No.		Date of CAI		Type of CAI:		
						Plants _____ Final Electronics _____ Partial no.		
Item No.	REQUIREMENTS	REQUIREMENTS			Exception Category			
		N/A	MEETS YES	NO	Major	Minor		
	Section C. Commissioning Flight Inspection Requirements.							
1	Facility/System Certification.							
2	Issuance of Restrictive NOTAMS.							
	Section D. Facility Technical Performance Documentation and Maintenance Reference data Requirements.							
1	Facility Reference Data File (FRDF)							
2	Facility Technical Reference Data:							
	a. FAA Form 6030-15, Facility General Reference Data Record.							
	b. FAA Form 6030-16, Tech. Ref. Data Record Cover/Transmittal Sheets.							
	c. FAA Form 6030-17, Technical Reference Data Records.							
	d. Initial FAA Form (6000 Series), Performance Records.							
3	Plant Equipment Performance Test Data.							
4	Engine Generator Installation:							
	a. Performance Test Data.							
	b. FAA Form 6980-4, Standby Power System.							
5	Facility Drawings.							
6	Facility Instruction Books.							
7	Facility Maintenance Technical Data.							
8	Facility Modification Records.							
9	Facility/System/Equipment, NCP's and CCD's							

CONTRACTOR ACCEPTANCE INSPECTION REPORT CHECKLIST						Sheet 5 of 5	
Ident. & Fac. Alpha Code		Job Order No.		Date of CAI		Type of CAI:	
						Plants _____ Final Electronics _____ Partial no.	
Item No.	REQUIREMENTS	REQUIREMENTS			Exception Category		
		N/A	YES	NO	Major	Minor	
	Section F. Final Acceptance and Commissioning Requirements.						
	Initial Operating Capability (IOC).						
1	(Includes operations, diagnostics, and support software).						
2	Final Preparation For Facility / System / Equipment Operations.						
3	Operational Readiness Date (ORD).						
4	Airway Facilities Staffing.						
5	Preventative Maintenance (PM).						
6	Facility / System / Equipment Certification and Commissioning Statements.						
7	Establishment and Scheduling of Instrument Approach Procedures (IAP's).						
8	Issuance of Commissioning NOTAM.						
9	Facilities Master File (FMF) Change.						

CONTRACTOR ACCEPTANCE INSPECTION REPORT EXCEPTIONS LIST AND CLEARANCE RECORD						Sheet _____ of _____
AFS/SFO CC and Location		Fac. ID & Alpha Code	Job Order No.	Dates of CAI	Type of CAI: Plants _____ Final Electronics _____ Partial no. _____	
Exception Category: Major _____ Minor _____		Number of Sheets: Major _____ Minor _____		Total Number of Exceptions: Major _____ Minor _____		
Sec/ Item No.	Exceptions and Actions Required	Action Office	Estimated Completion Date	Clearance Action Taken		Date Cleared
REMARKS:						

FEDERAL AVIATION ADMINISTRATION

1/11/99

SUBJ: FAA PRE-CONSTRUCTION AND MAINTENANCE PROJECT

SAFETY AND HEALTH CHECKLIST

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1. **PURPOSE.** This order provides information on construction and maintenance project safety and health requirements. Appendix 1, FAA Pre-Construction and Maintenance Project Safety and Health Checklist, Form FAA 3900-8, will be used during construction and maintenance activities.
2. **DISTRIBUTION.** This order is distributed to the division level in Airway Facilities and Air Traffic in Washington, to the branch level in regional Airway Facilities and Air Traffic Divisions, and a limited distribution to all Airway Facilities and Air Traffic field offices and facilities.
3. **BACKGROUND.**
- a. During 1997, an unusually high number of incidents occurred in asbestos abatement, construction, and maintenance-related projects. These incidents showed that improvements are needed relative to planning and communication, minimizing and eliminating project risks, following established procedures, and ensuring appropriate oversight of contract work by Federal Aviation Administration (FAA) personnel. As a result, significant concerns have been raised by the unions, airline industry, flying public, and Congress.
- b. The National Airspace System Transition and Integration (ANS) organization reviewed the FAA project construction process to determine methods to reduce or eliminate project-related incidents at FAA facilities. This review determined that project-related incidents can be reduced or eliminated by initiating a requirement for the completion of the checklist prior to starting construction or maintenance activities and as on site work progresses.
- c. On March 9, 1998, FAA Notice 3900.60, FAA Pre-Construction and Maintenance Project Safety and Health Checklist, was published to require the use of the FAA Pre-Construction and Maintenance Project Safety and Health Checklist as a tool by each individual who oversees construction and maintenance activities that potentially have occupational safety, health, and environmental related impacts, on Air Traffic and Airway Facilities operations. Notice 3900.60 requested FAA facilities to assess the effectiveness and usefulness of the checklist and provide feedback to the Environmental, Energy, and Safety Division, ANS-500. No feedback was received. Available information regarding project-related incidents at FAA facilities indicates that incidents have been reduced at those FAA facilities where the checklist is used for construction and maintenance activities.
- d. Due to the urgency to continue to reduce or eliminate project-related incidents at FAA facilities, without interruption, this order is being issued without further coordination of the checklist.
4. **CANCELLATION.** FAA Notice 3900.60, FAA Pre-Construction and Maintenance Project Safety and Health Checklist, dated March 9, 1998, is canceled.
5. **ACTION.**
- a. Effective immediately, Appendix 1, FAA Pre-Construction and Maintenance Project Safety and Health Checklist, Form FAA 3900-8, shall be used as a tool by each resident engineer (RE), contracting officer's technical

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representative (COTR), designated facility point of contact, and System Management Office (SMO) and System Support Center (SSC) manager who oversees construction and maintenance activities that potentially have occupational safety and health, and environmental related impacts on Air Traffic and Airway Facilities operations. This checklist shall be used, as appropriate, during critical phases of construction and maintenance activities; e.g. the pre-construction meeting, 30-60 days prior to commencement of work, daily/weekly construction meetings, etc. Emphasis should be placed on using the checklist as a tool to assess, as well as reassess, hazards as projects progress. The checklist contains detailed instructions regarding its use.

b. As appropriate, each RE, COTR, and SMO and SSC manager or designated facility point of contact is responsible for ensuring completion and distribution of the checklist. Occupational safety and health, and environmental (OSH/E) professionals who receive copies of the checklist, shall maintain copies a minimum of 3 years. Upon request, OSH/E professionals shall provide copies to the Regional Program Managers for Environment and Safety and Regional Occupational Safety and Health Managers, or the Washington headquarters program office for review.

6. **FEEDBACK.** When using the checklist, all organizations are encouraged to assess its effectiveness and usefulness. Organizations should provide feedback regarding the effectiveness and usefulness of the checklist to the Environmental, Energy, and Safety Division, ANS-500, through memorandum or electronic mail. FAA Form 1320-19, Directive Feedback Information, may also be used.

7. **ISSUANCE OF CONSTRUCTION AND MAINTENANCE ORDER.** The Environmental, Energy, and Safety Division, ANS-500, has issued this order to replace FAA Notice 3900.60. Since the Notice expires on March 9, 1999, the order is published as a permanent directive to ensure the adherence to the policies and practices set forth in this document. This order will establish minimum requirements for construction and maintenance safety and health programs. The checklist has been converted into an agency form and is available through the FAA distribution system. Revisions to the order are planned in the near future to incorporate further clarification of responsibilities and to refine the checklist. All suggestions and recommendations received to improve the order will be considered in developing revisions.

Stanley Rivers

Director of Airway Facilities

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Form 3900-8, FAA PRE-CONSTRUCTION AND MAINTENANCE PROJECT
SAFETY AND HEALTH CHECKLIST

Purpose

This checklist is intended to be used as a tool by RE/COTRs, designated facility POCs, or SSC managers who oversee construction and maintenance activities that potentially have Occupational Safety, Health, and Environmental (OSH/E) related impacts on AT/AF operations. This tool shall be used, as appropriate, during critical phases of construction and maintenance activities (e.g. the pre-construction meeting, 30-60 days prior to commencement of work, weekly/daily construction meetings, etc.). Emphasis should be placed on using this checklist as a tool to assess as well as reassess hazards as the project progresses. Specifically, this checklist is intended to:

- Promote sensitivity to potential OSH/E hazards associated with projects and stress the importance of not disrupting NAS operations
- Assist in identifying and validating potential project hazards and associated risks
- Assist in preventing safety and health incidents/accidents and facility shutdowns
- Ensure appropriate contractor measures and controls are in place to address potential project hazards
- Facilitate discussion with the contractor regarding plans to prevent/minimize potential incidents/accidents
- Enhance coordination between OSH/E professionals, project personnel and contractors
- Facilitate review of critical FAA OSH/E procedures with contractors
- Raise OSH/E awareness

- This checklist relies on the training and professional judgment of the user. OSH/E personnel should be consulted as needed.

- A facility POC with a thorough understanding of facility procedures and equipment considerations should participate in the site walk-through.

NOTE: For small procurements (e.g. credit card purchases) and internal FAA projects (e.g. field maintenance party projects), without specifications, immediately contact the designated OSH/E professional for assistance in completing this checklist.

1 Project Summary Information

Fill in the requested site specific information.

Project Name and Description: _____

SMO: _____ **Facility ID:** _____

Project Designer: _____ **Transmittal #:** _____

Env & Safety Review By: _____ **Date:** _____

Project/Activity/Task: _____

Planned Start: _____

Expected Completion Date: _____

Contractor Contact: Name: _____ **Phone:** _____

OSH/E Contact: Name: _____ **Phone:** _____

Facility POC: Name: _____ **Phone:** _____

2 Facility Procedures

Review site specific FAA procedures and considerations with the contractor. For example, discuss when or how during the project, emergency plans will be used/required. After the procedures have been reviewed, perform a site walk-through with the contractor.

Facility Procedures	Reviewed?			Notes
	Yes	N/A	No *	
Asbestos Contingency Plan				
Critical Power Systems Awareness				
Lock Out/Tag Out				
Work Permits (e.g. Asbestos, Lead)				
Emergency Plans (e.g. Occupant Emergency Plan)				
Impacts to Fire Alarm and Suppression Systems				
Site Walk-Through (With Facility POC & Contractor(s))				
Hazard Communications (e.g. MSDSs)				
Other (e.g. Access/Security/Communications Equip.)				

3 Project Hazard/Risk Analysis

Think about your project and its potential hazards and risks. Consider sensitive NAS operations and all facility personnel that may be impacted by your projects. As an example: Construction activities with potential for impacting asbestos materials in or near sensitive operations could result in incidents which disrupt NAS operations. For each potential project hazard indicate (with a checkmark) a level of potential risk for exposure/release/incident.

Potential Project Hazards	Level of Potential Risk For Exposure/Release/Incident*			Notes
	High	Low	N/A	
<u>Consider Sensitive AT/AF Operations:</u>				
Hazardous Substances and Environmental Controls				
Asbestos (e.g. Tiles & Insulation)				
Chemical, Gas, Fumes, Dust, Radiation				
Indoor Air				
Ventilation System				
Lead-based Paint				
Electrical Power Systems				
Pressurized Equipment and Systems				
Work at Heights (>6 feet)				
Other (e.g. Confined Space)				

4 Site Safety and Health

After reviewing the potential hazards and risks in block 3, ensure that the contractor has identified measures and controls to address applicable site safety and health risks (e.g. through discussions, available site safety plans, or other applicable documents). In your judgment, if the contractor has appropriate measures to address the potential project hazards (see block 3), check the appropriate YES boxes below. If a potential project hazard has been identified in block 3 and no associated measures or controls are evident, then check the appropriate NO boxes below. If a NO box is checked, use the close-out date box to indicate when appropriate measures or controls have been incorporated into the contractor's site safety and health approach.

Program Elements	Yes	N/A	No *	If No, Indicate Close-out Date	Notes
Hazardous Substances & Environmental Controls					
Asbestos					
Chemicals (e.g. Introduced to site)(Provide MSDS)					
Gas					
Fumes					
Lead Paint/Other Coatings					
Radiation and Electric Fields					
Ventilation and Exhaust Systems					
Electrical Power Systems					
Procedures for Critical Power Systems Coordination					
Provisions for GFCI					
Control of Hazardous Energy (Lockout/Tagout) (e.g. Electrical, Mechanical, Hydraulic, Thermal, Radiation)					
Pressurized Equipment and Systems					
Work at Heights (>6 feet)					
Safe Access and Fall Protection					
Work Platforms					
Floor and Wall Holes and Openings					
Personal Protective and Safety Equipment					
Fire Prevention					
Accident Prevention					
Excavations (New Construction or Tie in)					
Welding and Cutting					
Demolition of Existing Facility in Whole or Part					
Medical and First Aid Requirements					
Hand and Power Tools					
Material Handling, Storage, and Disposal					
Rigging					
Machinery and Mechanized Equipment (e.g. Equipment & Operator Certifications)					
Sanitation					
Lighting					
Concrete & Masonry Construction & Steel Erection					
Hazardous, Toxic, Radioactive Waste Activities					
Other (e.g. Noise)					

5 Review Information

The appropriate FAA point of contact and the contractor shall sign below to document discussion of the items on this form.

Reviewed By:	Date
FAA POC:	
Contractor:	
Incident Prevention and Hazard Control Methods Discussed?	Yes <input type="checkbox"/> No <input type="checkbox"/>

This block indicates routing of this checklist for project coordination.

This form has been forwarded to:	Name	Date
SECM, OSH/E Contact:		
AF Facility Manager:		
AT Facility Manager:		
Other:		

Notes (e.g. Provide further explanation of potential hazards, locations, etc. below and attach additional sheets if necessary.)

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6 Specific Safety & Environmental Issues

Complete checklist below during site survey and design.

Issue		Yes	No	Action
				<i>If YES, always coordinate with OSH / E Contact.</i>
ASBESTOS	Impact presumed or known asbestos containing materials? NOTES: (Identify if an Asbestos Survey was done, when, and where asbestos materials are located in the work area. Include Asbestos Work Permit requirements.)			<ol style="list-style-type: none"> 1. Check Index of Asbestos and Lead Paint Surveys to see if the facility has been surveyed for asbestos. Index available from the SECMs, AGL-473, ANI-400C, and ANI-451.25. 2. If no survey available, then all impacted suspect materials must be sampled & tested. 3. Review Order 1050.20, SMO Asbestos Control Program (ACP), bargaining union agreements, and 29 CFR 1926.1101. <p><i>If yes:</i></p> <ol style="list-style-type: none"> 4. Include in specifications applicable regulatory and union agreement requirements along with safe work practices.
PCBs, MERCURY, RADIOACTIVES, etc.	Relocate or dispose PCBs and/or PCB containing equipment? (Fluorescent fixture ballast's, electric transformers and equipment) Dispose of Mercury Switches, Radioactive tubes, or other hazardous waste? NOTES:			<ol style="list-style-type: none"> 1. Check the PCB Inventory available from each SECM. <p><i>If yes:</i></p> <ol style="list-style-type: none"> 2. Review Order 1050.14A & 17, 40 CFR 761 Subpart D, 40 CFR 260-270, 10 CFR 30, and State regulations. 3. Comply with applicable regulatory requirements for storage and disposal.
CFCs	Is CFC containing equipment being replaced and/or disposed? NOTES:			<p><i>If yes:</i></p> <ol style="list-style-type: none"> 1. Review Order 1050.17 & 18 and 40 CFR 82. 2. Replace with non-CFC equipment. 3. Recover & recycle existing CFCs.
FUEL STORAGE TANKS	Install, remove and/or replace an underground or aboveground storage tank or piping? If the project is new construction, is an existing UST and/or piping near the project site being impacted? NOTES:			<ol style="list-style-type: none"> 1. Check Fuel Storage Tank Inventory available from the Regional FST Manager or the SECM. <p><i>If yes:</i></p> <ol style="list-style-type: none"> 2. Review Order 1050.15 & 17, 40 CFR 280, and State regs. 3. Use State-specific plans & specifications for removal and installation available from the Regional FST Manager. 4. Prepare Spill Prevention Control and Countermeasure Plans (SPCC) for tanks per 40 CFR 112.
NEPA (National Environmental Policy Act)	Significantly impact the environment with respect to noise, water quality, air quality, wetlands, historic and archeological sites, endangered species & other protected areas? NOTES:			<ol style="list-style-type: none"> 1. Review Order 1050.1D & 17. <p><i>If yes:</i></p> <ol style="list-style-type: none"> 2. Is activity classified as a Categorical Exclusion (Cat X)? 3. If no Cat X, prepare Environmental Assessment (EA). 4. Prepare Finding Of No Significant Impact (FONSI) or Environmental Impact Statement (EIS) as appropriate.
EDDA (Environmental Due Diligence Audit)	Acquire, lease and/or dispose of property? NOTES:			<p><i>If yes:</i></p> <ol style="list-style-type: none"> 1. Review Order 1050.17 & 19. 2. Coordinate with AGL-74, Real Estate. 3. Conduct EDDA.
LEAD PAINT &	Disturb or dispose/recycle lead paint or lead acid batteries?			<ol style="list-style-type: none"> 1. Check Index of Asbestos and Lead Paint Surveys to see if sampling has been conducted.

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LEAD-ACID BATTERIES	NOTES:			<p>2. If no paint sampling results available, then all impacted materials must be sampled & tested.</p> <p>If yes:</p> <p>3. Comply with applicable OSHA regulatory requirements for worker protection and EPA requirements for removal & disposal. Initiate recycling efforts for scrap metal or batteries when feasible.</p> <p>4. Follow MSDS guidelines for battery handling.</p>
AIR EMISSIONS (Clean Air Act)	<p>Replace and/or install new emission sources such as boilers, incinerators, storage tanks, engine generators, painting booths, space heaters, equipment using CFCs or Halon, and others?</p> <p>NOTES:</p>			<p>1. Review Order 1050.17 & 18 and State CAA regulations.</p> <p>If yes:</p> <p>2. Prepare and submit CAA Construction and Operating Permit if required.</p>
CHEMICALS Pesticides & Herbicides (FIFRA)	<p>Apply pesticides and/or herbicides? Use other hazardous chemicals/</p> <p>NOTES:</p>			<p>1. Review Order 1050.17 and State regs.</p> <p>If yes:</p> <p>2. Specify the use of State-certified applicators for pesticides/herbicides.</p> <p>3. Specify copy of pesticide/herbicide application records be provided to SECM/Environmental Protection Specialist.</p> <p>4. Obtain Material Safety Data Sheets for chemicals to be brought into work area.</p>
WATER (Clean Water Act)	<p>Clear, grade, and excavate over 5 acres; impact navigable waters; utilize equipment which can discharge to stormwater or wastewater systems (cooling tower discharges or boiler blowdowns)?</p> <p>NOTES:</p>			<p>1. Review Order 1050.17, 40 CFR 120-143, and State regs.</p> <p>If yes:</p> <p>2. Prepare and submit CWA Permits (i.e. NPDES, sanitary sewer discharge, etc.) as required.</p> <p>3. Prepare Spill Plan (SPCC) for fuel tanks as required by 40 CFR 112.</p>
SAFETY	<p>Safety issues? i.e. Clear aisle space, electrical equipment clearances, toe boards, hand rails, stair clearances, safety cages, confined spaces, fall protection, etc.</p> <p>NOTES:</p>			<p>1. Review Orders 1050.17 & 3900.19A, and 29 CFR 1910 & 1926.</p> <p>If yes:</p> <p>2. Comply with applicable regulatory requirements.</p>
FLUORESCENT LAMPS	<p>Dispose/recycle fluorescent lamps?</p> <p>NOTES:</p>			<p>If yes:</p> <p>1. Comply with applicable regulatory requirements. Initiate recycling efforts if feasible.</p>
ENERGY	<p>Install new lighting, HVAC, or environmental controls?</p> <p>NOTES:</p>			<p>1. Review Energy Policy Act of 1992 and Executive Order 12902 which require energy reduction in all Federal buildings by 2005: 30% at Administrative facilities and 20% at Industrial facilities.</p> <p>If yes:</p> <p>2. <i>Lighting:</i> Use energy efficient system w/electronic ballast</p> <p>3. <i>HVAC:</i> Use energy efficient equipment</p> <p>4. <i>Controls:</i> Contact AGL-473, Energy Manager</p> <p>5. <i>Building/Structure:</i> Contact AGL-473, Energy Manager</p>

7 FAA OSH / E CONTACTS

AXX REGION

PHONE

FAX

470 RPMES

ANI-XXX

Env & Safety

Env & Safety

XXX SMO

SECM

Safety Manager

PART II, SECTION-J, ATTACHMENT 6
EXCAVATION AND HANDLING OF CONTAMINATED MATERIAL

3.0 Execution

3.1 EXISTING STRUCTURES AND UTILITIES

No excavation shall be performed until site utilities have been field located. Contracting Officer's Technical Representative (COTR)/Resident Engineer (RE) shall mark all utilities in excavation area. The Contractor shall take the necessary precautions to ensure no damage occurs to existing structures and utilities. Utilities encountered that were not previously shown or otherwise located shall not be disturbed without approval from the Resident Engineer.

3.2 CLEARING

Clearing shall be performed to the limits shown on the drawings or as directed by the Resident Engineer.

3.3 CONTAMINATED MATERIAL REMOVAL

3.3.1 Excavation

Areas of potential contamination shall be excavated to the depth and extent shown on the drawings or as directed by the Resident Engineer. Excavation shall be performed in a manner that will limit spills and the potential for contaminated material to be mixed with uncontaminated material. An excavation log describing visible signs of contamination encountered shall be maintained for each area of excavation.

3.3.2 Shoring

If workers must enter the excavation, it shall be evaluated, shored, sloped or braced as required by 29 CFR 1926 section 650.

3.3.3 Dewatering

Surface water shall be diverted to prevent entry into the excavation. Dewatering shall be limited to that necessary to assure adequate access, a safe excavation, prevent the spread of contamination, and to ensure that compaction requirements can be met.

3.4 CONFIRMATION SAMPLING AND ANALYSIS

The Resident Engineer shall be present to inspect the removal of contaminated material from each site. After all material suspected of being contaminated has been removed, the excavation shall be examined for evidence of contamination. Field analysis shall be used to determine the presence of contamination. Excavation of additional material shall be as directed by the Resident Engineer. After all suspected contaminated material is removed, confirmation samples shall be collected and analyzed in accordance with regulatory and permit requirements. A minimum of one sample shall be collected from the bottom of the excavation. Based on test results, the Contractor shall propose any additional excavation that may be required to remove material which is contaminated above action levels. Additional excavation shall be subject to approval by the Resident Engineer. Locations of samples shall be marked in the field and documented on the as-built drawings or provided in a separate report.

3.5 CONTAMINATED MATERIAL STORAGE

Material shall be placed in temporary storage immediately after excavation. The following paragraphs describe acceptable methods of material storage. Storage units shall be in good condition and constructed of materials that are compatible with the material or liquid to be stored. If multiple storage units are required, each unit shall be clearly labeled with an identification number and a written log shall be kept to track the source of contaminated material in each temporary storage unit.

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EXCAVATION AND HANDLING OF CONTAMINATED MATERIAL

3.5.1 Stockpiles

Stockpiles shall be constructed to isolate stored contaminated material from the environment. The maximum stockpile size shall be 200 cubic yards. Stockpiles shall be constructed to include:

- A chemically resistant liner free of holes and other damage. The ground surface on which the liner is to be placed shall be free of rocks greater than 0.5 inches in diameter and any other object which could damage the membrane.
- Cover free of holes or other damage to prevent precipitation from entering the stockpile. The cover material shall be extended over the berms and anchored or ballasted to prevent it from being removed or damaged by wind.
- Berms surrounding the stockpile, a minimum of 8 inches in height. Vehicle access points shall also be bermed.
- The liner system shall be sloped to allow collection of leachate. Storage and removal of liquid that collects in the stockpile, shall be in accordance with paragraph Liquid Storage.

3.5.2 Roll-Off Units

Roll-off units used to temporarily store contaminated material shall be water tight. A cover shall be placed over the units to prevent precipitation from contacting the stored material. Liquid that collects inside the units shall be removed and stored in accordance with paragraph Liquid Storage.

3.5.3 Liquid Storage

Liquid collected from excavations and stockpiles shall be temporarily stored in 500-gallon polyethylene tanks provided by the contractor. Liquid storage containers shall be water-tight and shall be located near the stockpile areas.

3.6 SAMPLING

3.6.1 Sampling of Solid Material

Samples of stored material shall be collected at a frequency sufficient to meet the requirements of approved disposal facilities. Samples shall be tested in accordance with regulatory and disposal facility permit requirements.

Stored material with contaminant levels that exceed action levels shall be treated or disposed offsite. Analyses for contaminated material to be taken to an offsite treatment facility shall conform to local, state, and federal criteria as well as to the requirements of the treatment facility. Documentation of all analyses performed shall be furnished to the Resident Engineer. Additional sampling and analyses to the extent required by the approved offsite treatment, storage, or disposal (TSD) facility shall be approved by the Resident Engineer.

3.6.2 Sampling Liquid

Liquid collected from excavations and stockpile leachates shall be sampled at a frequency of once for every 500 gallons of liquid collected. Samples shall be tested in accordance with regulatory and permit requirements.

Liquid with contaminant levels that exceed action levels shall be treated or disposed offsite. Analyses for contaminated liquid to be taken to an offsite treatment facility shall conform to local, state, and federal criteria as well as to the requirements of the treatment facility. Documentation of all analyses performed shall be furnished to the Resident Engineer. Additional sampling and analysis to the extent required by the approved offsite TSD facility receiving the material shall be the responsibility of the Contractor and shall be subject to approval by the Resident Engineer.

3.7 SPILLS

PART II, SECTION-J, ATTACHMENT J.6
EXCAVATION AND HANDLING OF CONTAMINATED MATERIAL

In the event of a spill or release of a hazardous substance (as designated in 40 CFR 302), pollutant, contaminant, or oil (as governed by the Oil Pollution Act (OPA), 33 U.S.C. 2701 et seq.), the Contractor shall notify the Resident Engineer immediately. If the spill exceeds the reporting threshold set by the State and/or EPA, the Contractor shall follow the pre-established procedures as described in the Facility Contingency Plan for immediate reporting and containment. Immediate containment actions shall be taken to minimize the effect of any spill or leak. Cleanup shall be in accordance with applicable federal, state, and local regulations. As directed by the Resident Engineer, additional sampling and testing shall be performed to verify spills have been cleaned up.

3.8 BACKFILLING

3.8.1 Confirmation Test Results

Excavations shall be backfilled immediately after all contaminated materials have been removed and confirmation test results have been approved. Backfill shall be placed and compacted to the lines and grades shown on the drawings.

3.8.2 Compaction

Approved backfill shall be placed in lifts with a maximum loose thickness of 12 inches. Soil shall be compacted to 90 percent of maximum dry density.

3.9 CLOSURE REPORT

Three copies of a Closure Report shall be prepared and submitted within 30 calendar days of completing work at the site. The report shall be labeled with the contract number, project name, location, date, and the name of general contractor. The Closure Report shall include the following information as a minimum:

- A cover letter signed by a responsible company official certifying that all services involved have been performed in accordance with the terms and conditions of the contract documents and regulatory requirements.
- A narrative report including, but not limited to, the following:
 - site conditions;
 - excavation logs;
 - field screening readings;
 - quantity of materials removed from each area of contamination;
 - quantity of water/product removed during dewatering;
 - waste disposal manifests
 - sampling locations and sampling methods;
 - sample collection data such as time of collection and method of preservation;
 - sample chain-of-custody forms; and
 - source of backfill.

Include the following:

- Copies of all chemical and physical test results.
- Copies of all manifests and land disposal restriction notifications.
- Copies of all certifications of final disposal signed by the responsible disposal facility official.
- Field drawings showing limits of each excavation, limits of contamination, known underground utilities within 20 feet of excavation, sample locations, and sample identification numbers. On-site stockpile, storage, treatment, loading, and disposal areas shall also be shown on the drawings.

PART II SECTION J, ATTACHMENT J.7

DEPARTMENT OF TRANSPORTATION PRECONSTRUCTION CONFERENCE AGENDA AND CHECKLIST		I. CONTRACT NO.
II. CONTRACTOR	III. CONFERENCE HELD AT	IV. DATE
V. CONTRACT DESCRIPTION AND LOCATION	VI. (1) CONTRACTING OFFICER, (2) CONTRACT ADMINISTRATOR, (3) CONTRACTING OFFICER'S REPRESENTATIVE <div style="display: flex; justify-content: space-between;"> <div> <u>NAME</u> (1) (2) (3) </div> <div> <u>TELEPHONE NO.</u> </div> </div>	
VII. Place "X" in appropriate box if item is discussed with contractor.		
1. GOVERNMENT REPRESENTATIVES	A. CONTRACTING OFFICER (Name and title) B. AUTHORIZED REPRESENTATIVE (Name and title)	<input type="checkbox"/> <input type="checkbox"/>
2. STATUS	A. COMMENCEMENT, PROGRESS, AND COMPLETION OF WORK	<input type="checkbox"/>
3. PROGRESS SCHEDULE	A. SUBMISSION FOR APPROVAL B. ITEMS TO BE INCLUDED C. COMPLIANCE WITH PROGRESS SCHEDULE AND ACTION BY CONTRACTING OFFICER IF CONTRACTOR FAILS TO MAINTAIN PROGRESS D. LIQUIDATED DAMAGES	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
4. CHANGES	A. AUTHORITY	<input type="checkbox"/>
5. CORRESPONDENCE	A. NORMALLY, ALL CORRESPONDENCE WILL BE ADDRESSED TO THE CONTRACTING OFFICER WITH A COPY TO HIS REPRESENTATIVE	<input type="checkbox"/>
6. SUPERINTENDENCE BY CONTRACTOR	A. NAME AND TELEPHONE NUMBER OF REPRESENTATIVE NAME: _____ TELEPHONE NO: _____	<input type="checkbox"/>
7. OTHER CONTRACTS	A. COOPERATION WITH CONTRACTORS AND OTHER GOVERNMENT EMPLOYEES B. USE OF ROADS AND UTILITIES C. COORDINATION BETWEEN CONTRACTORS	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
8. SUBCONTRACTORS	A. PERCENTAGE ITEMS OF WORK PERFORMED BY PRIME CONTRACTORS OWN FORCES B. STATEMENT AND ACKNOWLEDGMENT, FAA Template 21, FOR EACH SUBCONTRACT. 3.6.2-22 "SUBCONTRACTS" C. CONTRACTUAL RELATIONS BETWEEN SUBCONTRACTORS AND GOVERNMENT	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
9. PAYMENT TO CONTRACTOR	A. RETAINED PERCENTAGE B. PAYMENT FOR MATERIAL AND EQUIPMENT ON SITE C. STORAGE AND PROTECTION	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
10. SHOP DRAWINGS	A. SUBMITTAL OF SHOP DRAWINGS B. SUBMITTAL OF EQUIPMENT LAYOUT C. RESPONSIBILITY OF CONTRACTOR TO ALERT GOVERNMENT IF ITEMS ARE NOT FULFILLING CONTRACT REQUIREMENTS	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
11. INSPECTION	A. RIGHT TO REJECT DEFECTIVE MATERIAL OR WORKMANSHIP B. NO REPRESENTATIVE IS AUTHORIZED TO CHANGE ANY PROVISION OF THE CONTRACT C. PRESENCE OR ABSENCE OF INSPECTOR SHALL NOT RELIEVE CONTRACTOR FROM REQUIREMENT OF CONTRACT D. ACCEPTANCE OF WORK E. SPECIFICATIONS GOVERN WHEN DIFFERENCES EXIST BETWEEN DRAWINGS AND SPECIFICATIONS	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
12. OPERATIONS AND STORAGE	A. STORAGE AREAS TO BE AUTHORIZED OR APPROVED B. DISPOSAL AREAS	<input type="checkbox"/> <input type="checkbox"/>
13. LAYOUT OF WORK	A. GOVERNMENT ESTABLISHED BASE LINE AND BENCH MARK B. CONTRACTOR RESPONSIBILITY FOR LINE AND GRADES	<input type="checkbox"/> <input type="checkbox"/>

PART II SECTION J, ATTACHMENT 17

VII. Place "X" in appropriate box if item is discussed with contractor		"X"
14. COORDINATION OF TRADES	A. CONTRACTOR TO COORDINATE VARIOUS TRADES	<input type="checkbox"/>
	B. CONTRACTOR TO COORDINATE SHOP DRAWING AND LAYOUT OF VARIOUS TRADES	<input type="checkbox"/>
15. GOVERNMENT-FURN. PROPERTY AND SALVAGED MATERIAL	A. DELIVERY, INVENTORY, AND ACCEPTANCE	<input type="checkbox"/>
	B. STORAGE AND PROTECTION	<input type="checkbox"/>
	C. SALVAGE MATERIAL - SERVICEABLE OR UNSERVICEABLE	<input type="checkbox"/>
16. PROTECTION OF MATERIAL AND WORK	A. PROTECTION OF EXISTING STRUCTURES, UTILITIES, WORK AND VEGETATION	<input type="checkbox"/>
	B. PERSONNEL SECURITY CLEARANCE AND IDENTIFICATION (IF APPLICABLE)	<input type="checkbox"/>
17. LABOR	A. EQUAL OPPORTUNITY	<input type="checkbox"/>
	B. DAVIS-BACON ACT (Including Labor Department wage determination)	<input type="checkbox"/>
	C. CONTRACT WORK HOURS STANDARDS ACT - OVERTIME COMP.	<input type="checkbox"/>
	D. APPRENTICES	<input type="checkbox"/>
	E. PAYROLL RECORDS AND PAYROLLS	<input type="checkbox"/>
	F. COPELAND ("And-Kickback") ACT	<input type="checkbox"/>
	G. WITHHOLDING OF FUNDS TO ASSURE WAGE PAYMENT	<input type="checkbox"/>
	H. SUBCONTRACTING - TERMINATION	<input type="checkbox"/>
18. NOTICE OF DELAYS	A. NOTICE TO CONTRACTING OFFER OF ACTUAL AND POTENTIAL LABOR DISPUTES	<input type="checkbox"/>
	B. OTHER ACTUAL AND POTENTIAL DELAYS	<input type="checkbox"/>
19. SMALL BUSINESS SUBCONTRACTING PROGRAM	A. CONTRACTOR DESIGNATES LIAISON OFFICER	<input type="checkbox"/>
	B. MAINTAINS RECORDS AVAILABLE FOR REVIEW	<input type="checkbox"/>
	C. NOTIFIES CONTRACTING OFFICER IF SMALL BUSINESS IS NOT SOLICITED FOR SUBCONTRACTS	<input type="checkbox"/>
20. COMPLIANCE	A. COMPLIANCE WITH LOCAL RULES AND REGULATIONS	<input type="checkbox"/>
21. SAFETY	A. ACCIDENT PREVENTION	<input type="checkbox"/>
	B. CLEANING-UP	<input type="checkbox"/>
22. NOTICE TO PROCEED	A. DATE	<input type="checkbox"/>
23. DATE OF CONTRACT COMPLETION	A. DATE	<input type="checkbox"/>
24. OTHER ITEMS		<input type="checkbox"/>
(Add as necessary)		<input type="checkbox"/>
(Key to previous items, if applicable)		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
CERTIFICATION: The preceding items marked by "X" have been discussed.		
SIGNATURE FOR THE CONTRACTOR		SIGNATURE FOR THE GOVERNMENT
REMARKS (Continue on attached sheet(s), if necessary)		